

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Revenue (DM) Department – Implementation of Capacity Building for Disaster Response (CBDR) activities under 13th Finance Commission Grant – Appointment of Consultants on contractual basis for providing of Technical support to Andhra Pradesh State Disaster Management Authority (APSDMA/ District Disaster Management Authorities (DDMAs) under CBDR – Constitution of Sub-committee of Andhra Pradesh State Executive Committee (APSEC) for selection of Sector Managers in the State Head Office & Project Support Officers in the Districts– Orders – Issued.

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REVENUE (DM.II) DEPARTMENT

G.O.Rt.No.132

Dated: 27.04.2013
Read the following:-

- 1) This Office even number D.O. letter dated 20.02.2013 addressed to all the members of the APSEC.
- 2) Sri A.K Mangotra, Secretary, GOI, MHA (Border Management), D.O No.32- 6/2011-NDM-I dt:04.02.2013.
- 3) Minutes of the meeting held by State Executive Committee on dt:05.12.2012.
- 4) Minutes of meeting held by State Executive Committee on dt: 21.02.2013.
- 5) Finance (SMPC.II) Dept., U.O.Note.No.7154/294/A1/SMPC.II/13, dt:16.04.2013

ORDER:-

In continuation of the letter in the reference first cited, the 3rd APSEC meeting was held on 21.02.2013, and the members observed that it is true that APSDMA / Revenue (DM) Department is having shortage of both administrative and technical manpower especially, during the Natural Calamities season, i.e., from June to December of every year and consequently there is huge stress on the Staff in Disaster Risk Reduction as part of activities under the Andhra Pradesh State Disaster Management Authority (APSDMA) as well as the Andhra Pradesh State Emergency Operations Centre (APSEOC) and there is also absolute need for strengthening of the APSDMA / APSEOC. Of late, due to drastic changes in the Climate of the State, frequent reoccurrence of Natural Calamities like Cyclones, Floods, Droughts, Hailstorms, Fire accidents, Un-seasonal heavy rainfalls etc., are occurring and the Department shall be strengthened with adequate administrative and technical manpower so as to respond at the time of pre-disasters, during the natural and manmade disaster including the post-disaster period and reduce the losses of human lives and Public and Private properties besides creating awareness among the people, officials and elected representatives in general with special reference to the members of the coastal communities, women, children and student communities, Backward Classes and Scheduled Castes / Tribes respectively. In view of the sanction of Rs.30 crores by GOI, MHA under XIII FC Grant and suggestion in the reference first cited above, that the Professionals / Consultants can be engaged on contractual basis for providing technical support to the APSDMA & 23 DDMAs. The proposal can be considered under the Component of Strengthening of Andhra Pradesh State Disaster Management Authority (APSDMA) and District Disaster Management Authorities (DDMAs) of Capacity Building for Disaster Response (CBDR).

2. Strengthening of the APSDMA / 23 DDMA's:

The members of APSEC suggested and approved appointment of **Six (6) Sector Managers, one each for Agriculture and allied Sectors, Rural Development, Civil Engineering, Meteorology, Finance, and Information Technology at a consolidated monthly remuneration of Rs.50,000/- + TA & DA as applicable to Grade-I Officers of Government of AP, 10 Project Support Officers (PSO) (Natural and Man-made disasters with reference to Drought and Floods) for 10 DDMA's in Telangana Region, 9 Project Support Officers (Natural and Man-made disasters with reference to Cyclones, Floods, Tsunami & Drought) for 9 DDMA's in 9 Coastal Region, 4 Project Support Officers (Natural and Man-made disasters with reference to Drought and Floods) for 4 DDMA's in Rayalseema Region and in all 23 Project Support Officers for 23 DDMA's in the State, at a consolidated monthly remuneration of Rs.35,000/- + TA & DA as applicable to Grade-II Officers of Government of AP with qualifications and experience indicated against the respective posts in the Table – 1 in Annexure. 3 Data Entry Operators also to be hired through outsourcing agency was also suggested and approved.**

3. Rule of Reservation:

The Rule of Reservation for Women, BC, and SC& STs shall be followed as per the existing Government Guidelines. Six Point Formula shall also be followed as per the existing Government Guidelines.

4. Tenure of Contract Appointment:

The appointments on contract basis shall be made initially for a period not exceeding one year and further continuance be considered after a performance evaluation.

5. Selection Committee for Contract Appointment:

The Sector Managers/Project Support Officers shall be selected by a sub-committee of the AP State Executive Committee (APSEC) with the following members:

- Spl. Chief Secretary/Secretary to Government, I &CAD Department
- Principal Secretary/Secretary to Government, Finance Department
- Principal Secretary/Secretary to Government, Panchayati Raj and Rural Development Department
- Principal Secretary/Secretary to Government, Labour, Employment, Training and Factories Department
- Commissioner for Disaster Management and Ex. Officio Prl. Secretary to Government, Revenue (DM) Department
- Representative of the National Disaster Management Authority (NDMA)

6. Grades & Rates of Daily Allowance

The classification of Officers into Grades and the rates of Daily Allowance admissible within and outside the State shall be as indicated below (G.O.Ms.No.129, Finance (TA) Dept., dt:17.04.2010):-

Grade	D.A. for tours within the State	D.A. for tours to any place outside the State
Grade-I (Rs.25600-50560 and above)	Rs.300/-	Rs.400/-
Grade-II (Rs.13660-38570 and upto and inclusive of Rs.23650 – 49360)	Rs.200/-	Rs.300/-
Grade-III (Rest of the employees)	Rs.150/-	Rs.200/-

7. Government after careful consideration of the observations and recommendations of the APSEC, hereby approve the sanction of the posts as indicated in paragraph (2) above and filling up of the posts as indicated above and as given in Tables 1 & 2 in the Annexure. **These posts may be filled up after issuing of advertisement in the local newspapers including display in the Revenue (Disaster Management) Department website. After applications are received in response to the advertisement / Notification, the same may be screened and suitable / eligible candidates shortlisted by Revenue (DM) Department and selected by the Committee as indicated in para (5) above.**

8. **Government after careful consideration of the observations and recommendations of the APSEC, hereby constitute a sub-committee of the AP State Executive Committee (APSEC) with the following members for the purpose of selecting the candidates for filling up of the above post.**

- Spl. Chief Secretary/Secretary to Government, I &CAD Department
- Principal Secretary/Secretary to Government, Finance Department
- Principal Secretary/Secretary to Government, Panchayati Raj and Rural Development Department
- Principal Secretary/Secretary to Government, Labour, Employment, Training and Factories Department
- Commissioner for Disaster Management and Ex. Officio Prl. Secretary to Government, Revenue (DM) Department
- Representative of the National Disaster Management Authority (NDMA)

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.T.Radha
Commissioner for Disaster Management &
E.O. Principal Secretary to Government

To

1. Spl. Chief Secretary/ Secretary to Government, I & CAD Department
2. Principal Secretary/ Secretary to Government, Finance Department.
3. Principal Secretary/ Secretary to Government, Panchayat Raj and Rural Development Department.
4. Principal Secretariat/ Secretary to Government, Labour, Employment, Training and Factories Department.
5. Commissioner for Disaster Management and Ex. Officio Prl. Secretary to Government, Revenue(DM)Department
6. Representative of the National Disaster Management Authority (NDMA).

7. Secretary, NDMA with request to nominate a representative
8. Commissioner, I & PR (Publicity Cell), Hyderabad with a request to issue Press Note to both the Electronic and Print Media.

Copy to

P.S. to C.S.

P.S. to Minister (Revenue)

// Forwarded by order //

SECTION OFFICER

ANNEXURE to G.O.Rt. No.132, Revenue (DM.II) Dept., dated:27.04.2013

Table-1

S. No.	Name of the Post & No. of posts	Educational Qualification & experience	Roles & Responsibilities
1.	<p>Sector Managers for APSDMA, Hyderabad (six posts)</p> <p>I. Sector Manager-Agriculture and Allied Sectors - One (1) Post</p> <p>II. Sector Manager-Rural Development-One (1) Post</p> <p>III. Sector Manager-Civil Engineering-One (1) Post</p>	<p>Master's Degree in Agriculture, Veterinary Science, in the relevant field/subject from reputed Universities with commensurate experience both administrative/technical of 05 years in the requisite field. Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of UNDP Disaster Risk Management/Urban Earthquake Vulnerability Reduction Project/Disaster Risk Reduction/Urban Risk Reduction Programmes and Projects;</p> <p>Master's Degree in Rural Development or Social Work or Social Sciences in the relevant field/subject from reputed Universities with commensurate experience both administrative/technical of 05 years in the requisite field. Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of GoI-UNDP Disaster Risk Management (DRM) /Disaster Risk Reduction (DRR)/Urban Earthquake Vulnerability Reduction Project (UEVRP)/Urban Risk Reduction (URR) Programmes and Projects;</p> <p>Master's Degree in Civil Engineering in the relevant field/subject from reputed Universities with commensurate experience both administrative/technical of 05 years in the</p>	<p>i. Assist in day to day coordination as required for implementation of all programmes and projects of the SDMA.</p> <p>ii. Ensure consultation with various stakeholders with regards to programme and project implementation and management.</p> <p>iii. Prepare technical notes, briefing notes, reports and other material as required with regard to SDMA, Disaster Risk Reduction.</p> <p>iv. Provide technical support (an overall framework and guidance) to SDMA and DDMA's and other stakeholders on Community Based/ Managed Disaster Risk Management (CBDRM) initiatives.</p> <p>v. Facilitate preparation and updating of DM plans (State and District level as well as departmental plans) including incorporation of Climate Risk Management and Climate Change Adaptation.</p> <p>vi. Identify and analyze all Community Development activities/projects already being carried out by GoI & GoAP and prioritize those that could be used for mainstreaming DRR.</p> <p>vii. Coordinate with various departments in the state and advocate for integration of DRR into various ongoing schemes and programmes.</p> <p>viii. Assist in conducting Hazard Risk and Vulnerability Analysis at state and district level.</p> <p>ix. To facilitate in conducting Post Disaster Needs Assessment (PDNA) State and District level.</p> <p>x. Facilitate the strengthening of Inter Agency Coordination</p>

		<p>requisite field. Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of GoI-UNDP Disaster Risk Management (DRM) /Disaster Risk Reduction (DRR)/Urban Earthquake Vulnerability Reduction Project (UEVRP)/Urban Risk Reduction (URR) Programmes and Projects;</p> <p>Master of Science in Meteorology with 5 years' experience in India Meteorological Department (IMD). Preference will be given for those who retired as Director or Scientist 'B' or above, in IMD.</p> <p>Post Graduate in Commerce or Economics or Master of Business Administration (Finance) or equivalent in relevant field/subject from reputed Universities as specified in the Terms of Reference (ToR) for the specialization/field and minimum post-qualification experience both administrative/technical of 05 years in the requisite field. Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of GoI-UNDP Disaster Risk Management (DRM) /Disaster Risk Reduction (DRR)/Urban Earthquake Vulnerability Reduction Project (UEVRP)/Urban Risk Reduction (URR) Programmes and Projects;</p> <p>Sector Manager – Information & Communication Technology: - Master of Computer Applications (MCA) or M.Tech (Computers) Accountancy or equivalent in relevant field/subject from reputed Universities as specified in the</p>	<p>mechanism and bring convergence at state level for effective disaster preparedness, response and recovery.</p> <p>xi. Develop horizontal and vertical linkages with Government agencies, INGOs, NGOs, CBOs etc.</p> <p>xii. Provide coordination support to all Institutions being supported by the SDMA in implementing the Capacity Building for Disaster Response Programme as part of the XIII Finance Commission Grant-in-Aid.</p> <p>xiii. Develop and design training modules and manuals</p> <p>xiv. Assist in organizing various training and capacity building programmes on Disaster Management.</p> <p>xv. Assist in obtaining progress reports as per schedule, highlight technical slippages, if any to the SDMA.</p> <p>xvi. Contribute to effective qualitative and quantitative reporting and arrange appropriate documentation and dissemination of information.</p> <p>xvii. Contribute to knowledge management initiatives.</p> <p>xviii. Facilitate development of necessary IEC strategy and literature and support advocacy of urban risk reduction.</p> <p>xix. Documentation of the 13th Finance Commission activities i.e. Success stories, Case studies and short films in the state.</p> <p>xx. Facilitate in developing a recovery framework for the State.</p> <p>xxi. Help maintain a database of trainers and other resource persons in the State and District level.</p> <p>xxii. Assist in establishing Emergency Operation Centers at State and District level.</p> <p>xxiii. Liaison with National and State level /Disaster Management Authorities / Agencies.</p> <p>xxiv. Organize and participate in technical and monitoring consultations as per requirements.</p> <p>xxv. Undertake other technical/administrative duties as assigned by the department.</p>
	<p>IV. Sector Manager-Meteorology-One (1) Post</p> <p>V. Sector Manager-Finance-One (1) Post</p> <p>VI. Sector Manager-Information Technology-One (1) Post</p>		

		Terms of Reference (ToR) for the specialization/field and minimum post-qualification experience both administrative /technical of 05 years in the requisite field. Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of GoI-UNDP Disaster Risk Management (DRM) /Disaster Risk Reduction (DRR)/Urban Earthquake Vulnerability Reduction Project (UEVRP)/Urban Risk Reduction (URR) Programmes and Projects;	
2	Project Support Officers (PSO) (Natural and Manmade Disasters with specific inputs for Drought and Floods) for DDMA in Telangana Region- Ten (10) Posts	<p>(i) Master's Degree in Social Sciences in the specialization/field from reputed Universities and minimum post-qualification experience both administrative/technical of 03 years in the requisite field;</p> <p>(ii) Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of GoI-UNDP Disaster Risk Management (DRM) /Disaster Risk Reduction (DRR)/Urban Earthquake Vulnerability Reduction Project (UEVRP)/Urban Risk Reduction (URR) Programmes and Projects;</p> <p>(iii) Should be able to speak, read, write and translate into Telugu</p>	<p>i. Assist in day to day coordination as required for implementation of all programmes and projects of the DDMA.</p> <p>ii. Ensure consultation with various stakeholders with regards to programme and project implementation and management.</p> <p>iii. Prepare technical notes, briefing notes, reports and other material as required with regard to DDMA, Disaster Risk Reduction.</p> <p>iv. Provide technical support (an overall framework and guidance) the DDMA and other stakeholders on Community Based/Managed Disaster Risk Management (CBDRM) initiatives.</p> <p>v. Facilitate preparation and updating of DM plans (State and District level as well as departmental plans) including incorporation of Climate Risk Management and Climate Change Adaptation.</p>

3	Project Support Officers (Natural and Manmade Disasters with specific inputs for Cyclones, Floods, Drought, Tsunami) for DDMA's in Coastal Region- Nine (9) Posts	<p>(i) Master's Degree in Social Sciences in the specialization/field from reputed Universities and minimum post-qualification experience both administrative/technical of 03 years in the requisite field;</p> <p>(ii) Other things being equal, preference will be given to those candidates who have had experience in working with or facilitating the implementation of GoI-UNDP Disaster Risk Management (DRM) /Disaster Risk Reduction (DRR)/Urban Earthquake Vulnerability Reduction Project (UEVRP)/Urban Risk Reduction (URR) Programmes and Projects;</p> <p>(iii) Should be able to speak, read, write and translate into Telugu</p>	<p>vi. Assist in conducting Hazard Risk and Vulnerability Analysis at district level.</p> <p>vii. To facilitate in conducting Post Disaster Needs Assessment (PDNA) state and district level.</p> <p>viii. Facilitate the strengthening of Inter Agency Coordination mechanism and bring convergence at state level for effective disaster preparedness, response and recovery.</p> <p>ix. Develop horizontal and vertical linkages with Government agencies, INGOs, NGOs, CBOs etc.</p> <p>x. Provide coordination support to all Institutions being supported by the DDMA in implementing the Capacity Building for Disaster Response Programme as part of the XIII Finance Commission Grant-in-Aid.</p> <p>xi. Identify training requirements-both fresh and refresher at all level for various functionaries.</p> <p>xii. Assist in organizing various training and capacity building programmes on Disaster Management.</p> <p>xiii. Develop and design training modules and manuals.</p> <p>xiv. Contribute to effective qualitative and quantitative reporting and arrange appropriate documentation and dissemination of information.</p> <p>xv. Documentation of the 13th Finance Commission activities i.e. Success stories, Case studies and short films in the state</p> <p>xvi. Facilitate development of necessary IEC strategy and literature and support advocacy of urban risk reduction.</p> <p>xvii. Help maintain a database of trainers and other resource persons in the district level.</p> <p>xviii. Facilitate in developing a recovery framework for the State.</p> <p>xix. Contribute to knowledge management initiatives</p>
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			xx. Liaison with Disaster Management Authorities / Agencies. xxi. Identify and analyze all Community Development activities/projects already being carried out by GoI & GoAP and prioritize those that could be used for mainstreaming DRR. xxii. Coordinate with various departments in the district and advocate for integration of DRR into various ongoing schemes and programmes. xxiii. Assist in establishing Emergency Operation Centers at State and District level. xxiv. Organize and participate in technical and monitoring consultations as per requirements. xxv. Undertake other technical/administrative duties as assigned by the department.
4	Project Support Officers (Natural and Manmade Disasters with specific inputs for Drought, Floods) for DDMA's in Rayalaseema Region-Four (4) Posts	(i) Master's Degree in Social Sciences in the specialization/field from reputed Universities and minimum post-qualification experience both administrative/technical of 03 years in the requisite field; (ii) Other things being equal, preference will be given to those candidates who have had experience in working with of facilitating the implementation of GoI-UNDP Disaster Risk Reduction Management (iii) Should be able to speak, read, write and translate into Telugu.	
5	Data Entry Operators-Three (3) Posts	(i) Graduation in any discipline and English Typewriting Higher. Preference will be given to candidates possessing Higher Certificate in Telugu Typewriting, Diploma in Computer Applications (DCA) with at least 2 years' experience in Data Entry Work (ii) Should be able to speak, read, write and translate into Telugu	<ul style="list-style-type: none"> • Data entry work • Emailing • Power Point Presentation • Maintenance of Office Registers • Office correspondence and other items of work if any entrusted from time to time.

Dr.T.Radha
Commissioner for Disaster Management &
E.O. Principal Secretary to Government

ANNEXURE TO G.O.Rt. No.132, Revenue (DM.II) Dept., dated:27.04.2013

Table – 2

SL. No.	Name of Post	No. Posts Required	Monthly Remuneration (In Rs.)	Monthly Remuneration payable per annum (In Rs.)	Total Annual Expenditure (In Rs.)
1	Sector Manager	6	50000.00	3600000.00	3600000.00
2	Project Support Officers for 10 DDMA in the Telangana Region	10	35000.00	4200000.00	4200000.00
3	Project Support Officers for 9 DDMA's in the Coastal Region	9	35000.00	3780000.00	3780000.00
4	Project Support Officers for 4 DDMA's in Rayalseema Region	4	35000.00	1680000.00	1680000.00
5	Data Entry Operators	3	13061.00	470196.00	470196.00
6	Total Posts Required in the APSDMA	32			
7	Total (In Lakhs)				13730196.00

* TA/DA not included in the tentative budget

Dr.T.Radha
Commissioner for Disaster Management &
E.O. Principal Secretary to Government